

UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #2003-11

POSITION: Network Engineer

LOCATION: Washington, DC

Opening Date: August

Closing Date: Open until filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 28 (\$46,435 - \$75,522) DOQ

POSITION OVERVIEW

The position is located in the Clerk's Office, United States District Court for the District of Columbia (USDC – DC). The incumbent serves as the Network Engineer for the Office of Information Technology (OIT) for USDC and reports to the Director. The qualified individual will be responsible for the local area network (LAN); wide area network (WAN) connectivity; data communications including routers, switches and cabling; and remote accessibility.

DUTIES AND RESPONSIBILITIES

Monitors and maintains the LAN/WAN hardware and software, ensures the integration and performance of all LAN/WAN components. Maintains the security and integrity of all LAN/WAN systems, including passwords, virus protections, and backups.

Analyses and resolves operational problems, including troubleshooting LAN/WAN hardware and software.

Manages and administers the day-to-day operations of the District Court's LAN/WAN, including such activities as creating new accounts; issuing passwords; installing and upgrading LAN software; maintaining, verifying, and logging accurate LAN backups; and monitoring and troubleshooting LAN/WAN architecture.

Develops and maintains policies, plans, procedures, and technical documentation for all LAN/WAN processes, configurations, software, and hardware, including security, disaster recovery operations, and other technical documentation regarding the LAN/WAN operations.

Researches, evaluates, and develops new LAN/WAN technologies, including written proposals, makes specific recommendations for the adoption of new technologies or changes in the existing LAN/WAN operating policies and procedures.

Plans, installs, configures, and tests new LAN/WAN equipment; and LAN/WAN software, hardware, and peripherals. Coordinates the installations, modifications, and upgrades to equipment and cabling with users, vendors, and contractors.

Manages and administers the day-to-day operations of the remote access services including MetaFrame Citrix Terminal Servers, users, laptops, and desktop computers.

Performs other duties as assigned.

Factor 1, Job Requirements:

The Network Engineer must possess excellent communication skills; ability to work independently and contribute to a team environment; good knowledge of routers, switches, and hubs; good knowledge of network protocols; good knowledge of firewalls and network securities; good knowledge of Novell NetWare, Microsoft NT/2000/2003, and Unix/Solaris/Linux network operating systems; good knowledge of desktop operating systems (Microsoft 98/2000/XP and Linux); good knowledge of computer processes and capabilities, including programming languages and database management; good knowledge of word processing software and ability to adapt it to local needs; ability to perform routine hardware maintenance; skill in the use of standard office equipment, such as copy machines, personal computers, and scanners; skill in administrative matters, such as file maintenance, record keeping and reporting; ability to move, connect, and troubleshoot automation equipment; and ability to perform other duties as assigned. A minimal of three years experience as a Network Engineer is required. Enterasys, Cisco, Microsoft, and Novell Certifications a plus.

Factor 2, Scope and Effect of Work:

The Network Engineer's work has an important impact on those serviced in the Clerk's Office and judicial chambers. Occasionally tasks may have substantial impact on the court. Keeping the automated equipment operating effectively contributes to the overall productivity of the Court. Implements new processes and programs, which are already developed by other systems staff.

Factor 3, Complexity:

Identifying the cause of a problem is difficult because the user cannot always explain how or what happened before the problem became known. Operator error is often the cause, yet users expect the hardware or software to be fixed. When analyzing a user's complaint, the Network Engineer must take into consideration unusual circumstances, variations in approach, and incomplete or conflicting data.

Factor 4, Work Parameters:

Normally the project team leader and/or manager, or other automation staff with technical knowledge, are available to answer technical questions, although sometimes the Network Engineer is the only available source of information and must use some discretion. The situation will determine where the Network Engineer will turn for assistance. Generally, the equipment and systems are standardized and operating manuals are available. If outside advice is needed, the automation training center staff, circuit executive staff, AO staff and automation personnel at other courts may be contacted.

Factor 5, Personal Interactions:

The Network Engineer has regular contact with users of the system in the Clerk's Office and judicial chambers. Outside contacts are with attorneys for the purpose of advising automation issues. Technical contacts with automation personnel in other courts, training centers, AO, and circuit executive's office are sometimes made concerning specific problems.

Factor 6, Environmental Demands:

Work is performed in an office setting. Physical effort may be involved in moving, connecting, or troubleshooting equipment. Under emergency conditions and in times of strict deadlines, working hours may include non-business hours. Conditions include: standing, sitting, walking, lifting, crawling, twisting, turning, and working on ladders; entering courtrooms, crawlspaces, and concentrator closets with exposure to dust.

EDUCATION

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree is a plus. Cabletron/Enterasys Certification a plus. Cisco Certification a plus. Spanish is a plus.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in Long-Term Disability Plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit via e-mail a cover letter, salary history, and detailed resume to the following address:

DCD_HumanResources@dcd.uscourts.gov

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.
<http://www.dcd.uscourts.gov>